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Approved For Release 1999/09/20 : CIA-RDP78-03568A001000030060-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 16 October 1954

ATTN : 

25X1A9a

FROM : Acting Chief, Administrative Staff, ORR

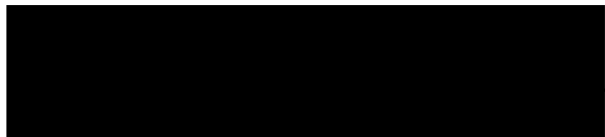
SUBJECT: Position Reclassification

1. It is requested that the duties and responsibilities of Slot No. F-933.02, Identification Clerk, GS-5 be reviewed and reclassified to that of a Photographer, GS-7. This new position would service that of the present GS-9 Photographer position and it is the opinion of the Techniques and Methods Division that the level of responsibility of this position has been increased as a result of developments in divisional functions and necessary realignment of duties.

2. The total present T/O of the Research and Control Branch in which this change will be made is 12 positions and no change in total T/O strength will be reflected by this reclassification.

3. The increased cost incurred through the proposed reclassification of this position can be supported within the current budgetary allocations within ORR.

4. For your guidance, a draft of the position description reflecting the current duties of this proposed position is attached.



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St/A/RR/WCC:lvp

## Attachment:

Position Description Draft

## Distribution:

- 0 & 1 - Addressee
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